

Role Title	Reports to
Counsellor (Whole School)	Head of Student Wellbeing
Purpose of the role	
<p>The counsellor provides individual and group counselling services to meet the developmental, preventive and remedial needs of students. They will meet with students, parents, teachers and other school and community personnel to assist in meeting the needs of students.</p> <p>The counsellor is on call for any emergencies outside of school hours.</p>	
The specific duties of this position are listed below:	
<ol style="list-style-type: none"> 1. To assist students, either upon referral or upon individual student request, to resolve social/emotional problems; 2. To monitor students who seem to be 'at risk' of developing social/emotional problems due to recent admission into the school, or as a result of conflict or difficulties in school or private life; 3. To contribute to the understanding of individual social/emotional needs of students through assessment and evaluation; 4. To work with the Pastoral and Academic Support colleagues to develop and deliver educational programmes appropriate for students with special learning difficulties and emotional/social needs; 5. To liaise with parents and outside agencies as required; 6. To develop and maintain procedures for identifying and referring students with needs; 7. To compile and maintain confidential counseling and assessment records; 8. Where possible, to develop, up-date and maintain a list of community resources for assessment and outside counseling services; 9. To help create and develop the social/emotional curriculum throughout the school; 10. To provide opportunities for parent education and contribution; 11. To counsel parents, as appropriate; 12. To represent student needs to parents and faculty; 13. To make referrals, where appropriate and with the pupil's/parents consent, to in house specialists and/or outside agencies; 14. To work with admissions personnel to help students make a positive transition in and out of BISP; 15. To liaise with teachers and tutors where necessary; 16. To provide professional development for staff as required; 17. To provide counselling services for staff as required or requested; 18. To maintain professional understanding of counseling issues and research findings; 19. To communicate, as appropriate, with senior administrative colleagues, and to provide advice in dealing with individual students in need of social/emotional support; 20. To lead assemblies or conduct presentations as deemed useful in the promotion of a healthy social/emotional climate within the school. 	
September 2019	